

# Submitting User Requirements:

## Background Checks

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.

The screenshot shows the user profile for Robert Miller (robert.miller@gotsport.com) with personal details like DOB (02/15/1996), Phone (904-746-4446), and Address (750 Third St, Neptune Beach, FL 32266, US). Below the profile is a navigation menu with options: Dashboard, Account, Reporting, Team Management, Program Registrations, and Forms. The main content area displays the user's role as a coach for D.C. United (Washington, DC, US). A table lists requirements: Background Check, Safe Sport, and Heads Up, each with a 'Required' status and a 'More Info' button. A red arrow points to the 'More Info' button for the Background Check requirement.

Role	Level	Affiliate	Requirements
coach		D.C. United Washington, DC, US	Background Check <span>Required</span> <span>More Info</span> Safe Sport <span>Required</span> <span>More Info</span> Heads Up <span>Required</span> <span>More Info</span>

### STEP 3

Click "**Submit New Report**".

The screenshot shows the 'Background Check' page. It features a 'Status' field with a 'Required' label and a 'Submit New Report' button highlighted with a red box and a red arrow. Below this is a 'Report History' table with columns for ID, Date Submitted, Date Completed, Updated, and Status. To the right, the 'Risk Management' section for MLS Youth is visible, including contact information and a note: 'Reports older than 07/31/2019 have expired'.

ID	Date Submitted	Date Completed	Updated	Status

STEP 4

Fill out the required information and click the certification checkbox. Be sure to verify your Social Security Number by typing it in a second time. Sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.



Signature box works with mouse or touchscreen

STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements

The screenshot shows the GotSport user dashboard for Mike Nieto. At the top, there is a navigation bar with the GotSport logo and user profile information. Below this, a success message is displayed in a green box: "The report was successfully submitted." Below the message, there is a table of requirements for Addison United SC. The table has columns for Role, Level, Affiliate, and Requirements. The first row shows a coach role at the USYS affiliate level, with a requirement for "Heads Up" which is marked as "Required".

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>



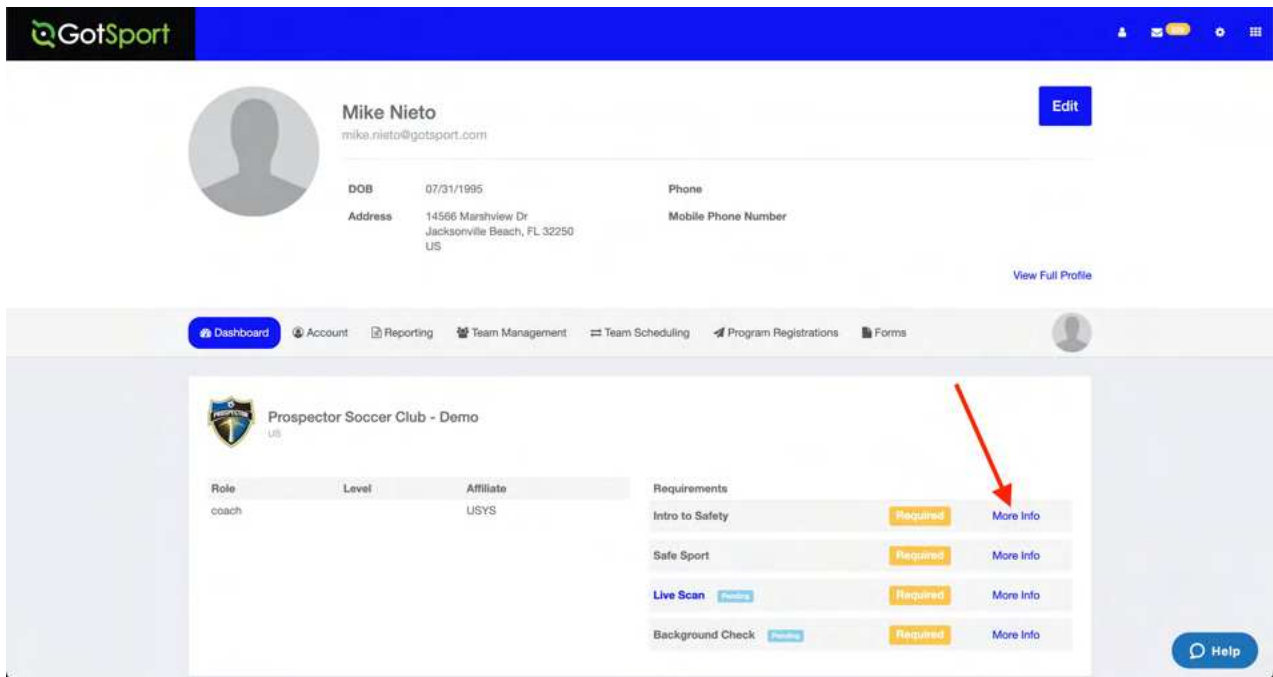
## Intro to Safety

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

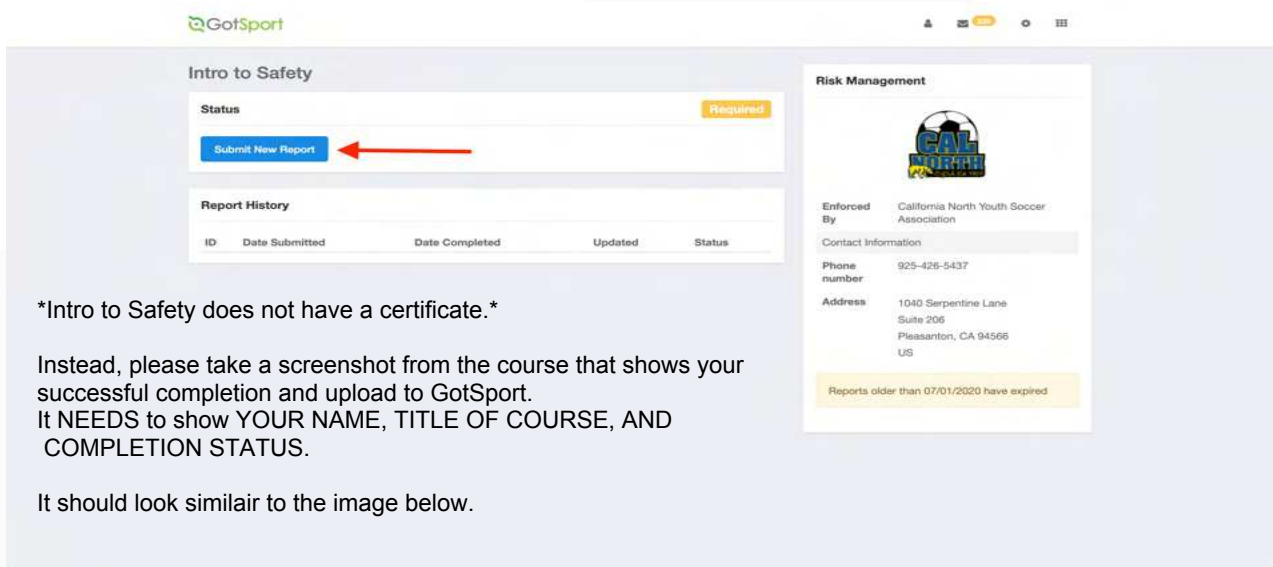
### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Intro to Safety, Live Scan, or all four. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



### STEP 3

Click Submit New Report to complete the course. Note: On the following screen it will prompt you to confirm your profile contact information and then upload the completed course certificate

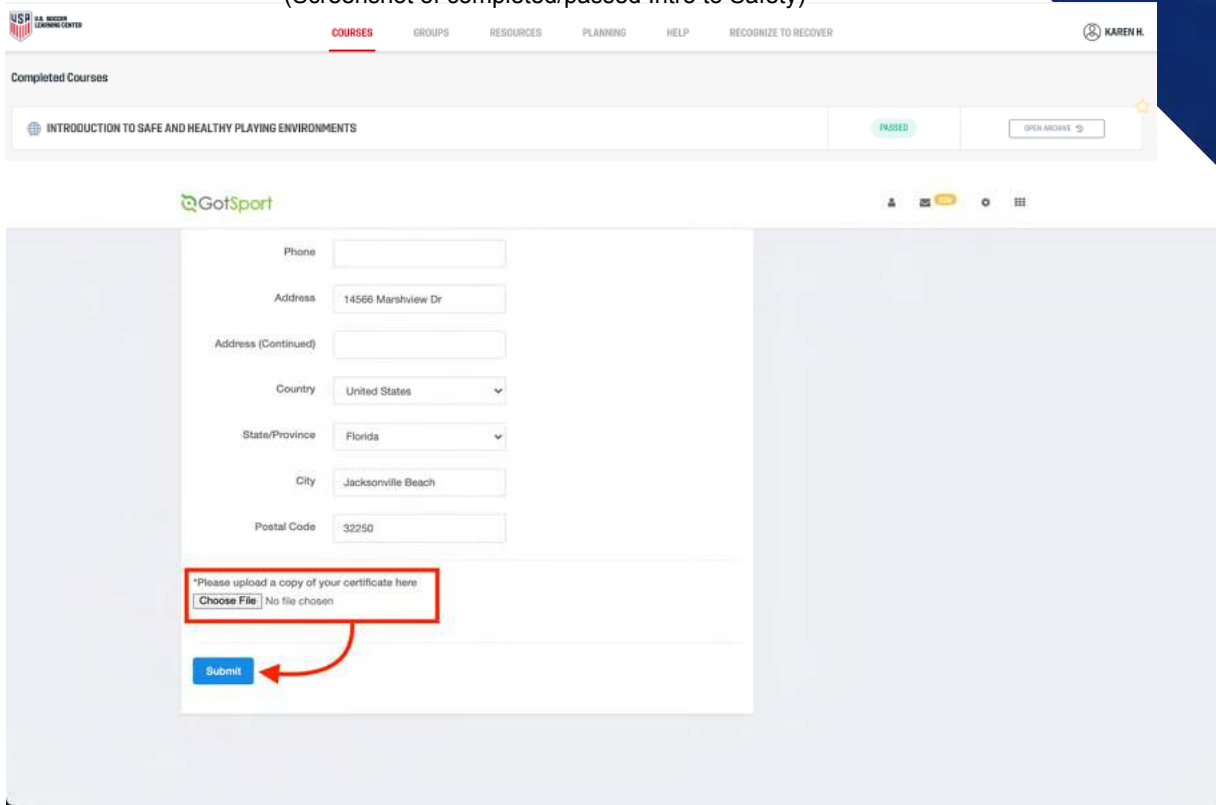


\*Intro to Safety does not have a certificate.\*

Instead, please take a screenshot from the course that shows your successful completion and upload to GotSport. It NEEDS to show YOUR NAME, TITLE OF COURSE, AND COMPLETION STATUS.

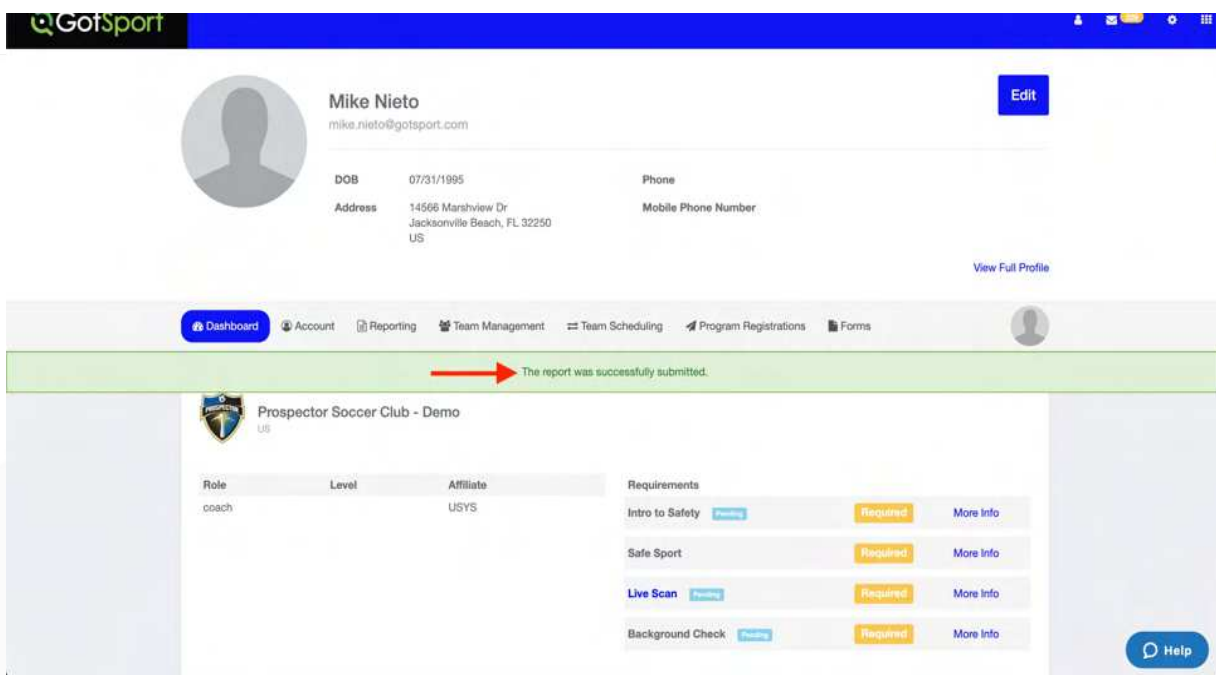
It should look similar to the image below.

(Screenshot of completed/passed Intro to Safety)



STEP 4

Once the report has been submitted successfully, it will automatically bring the User back to their Dashboard to complete any remaining requirements



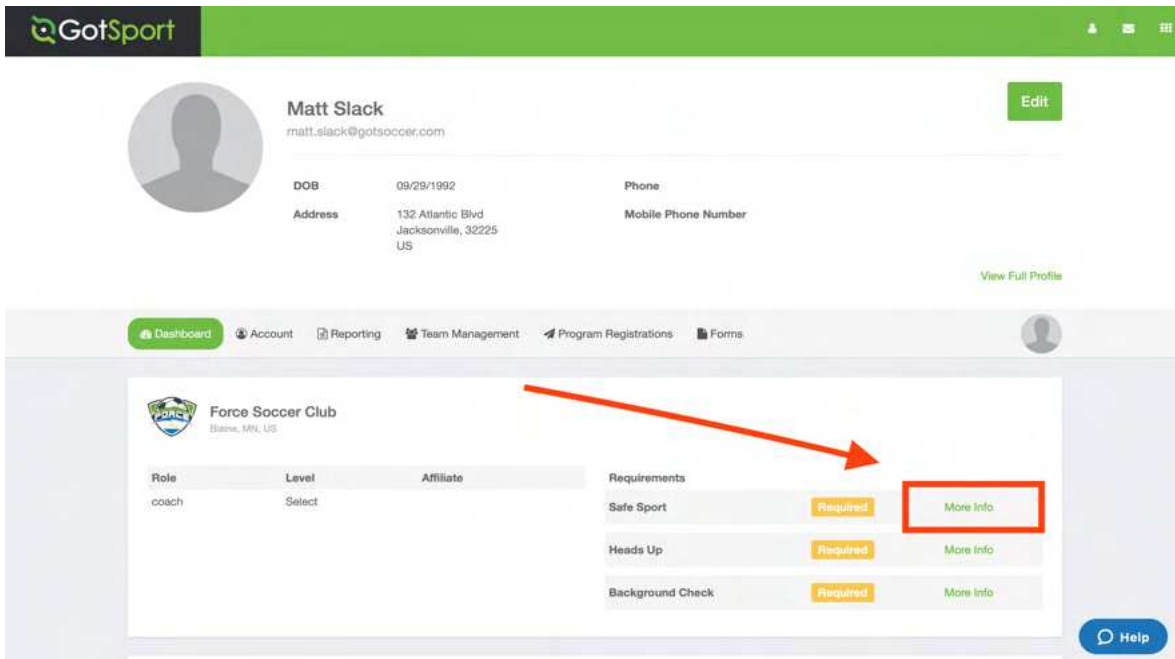
## Safe Sport

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

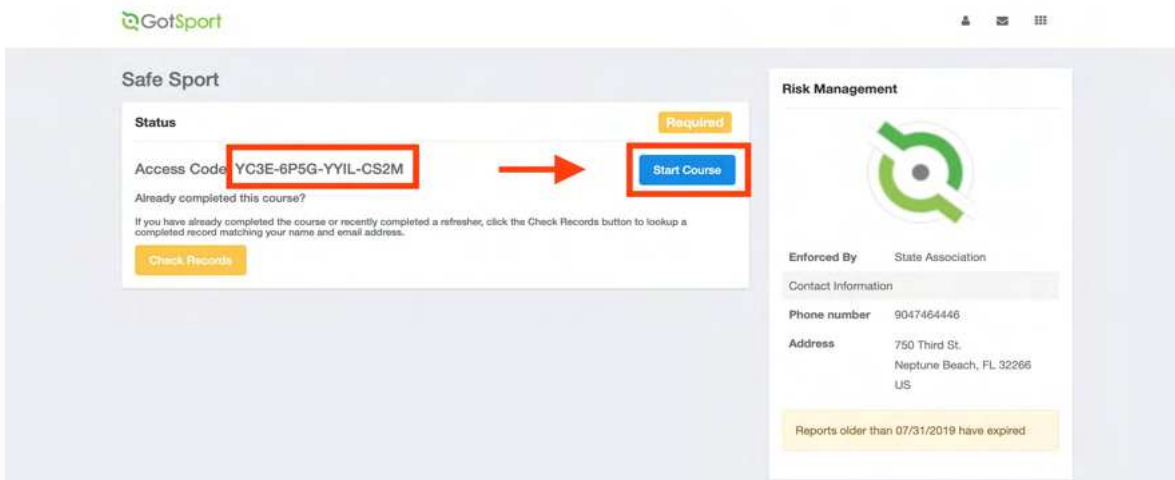
### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



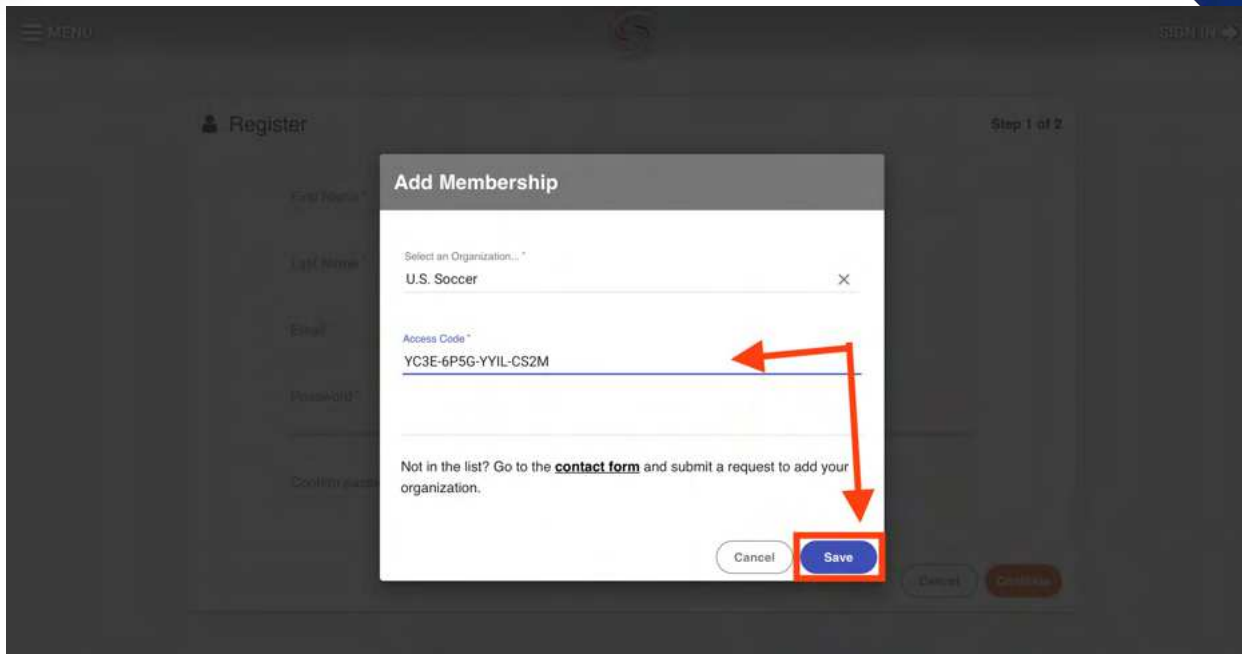
### STEP 3

Copy the access code and click "**Start Course**".

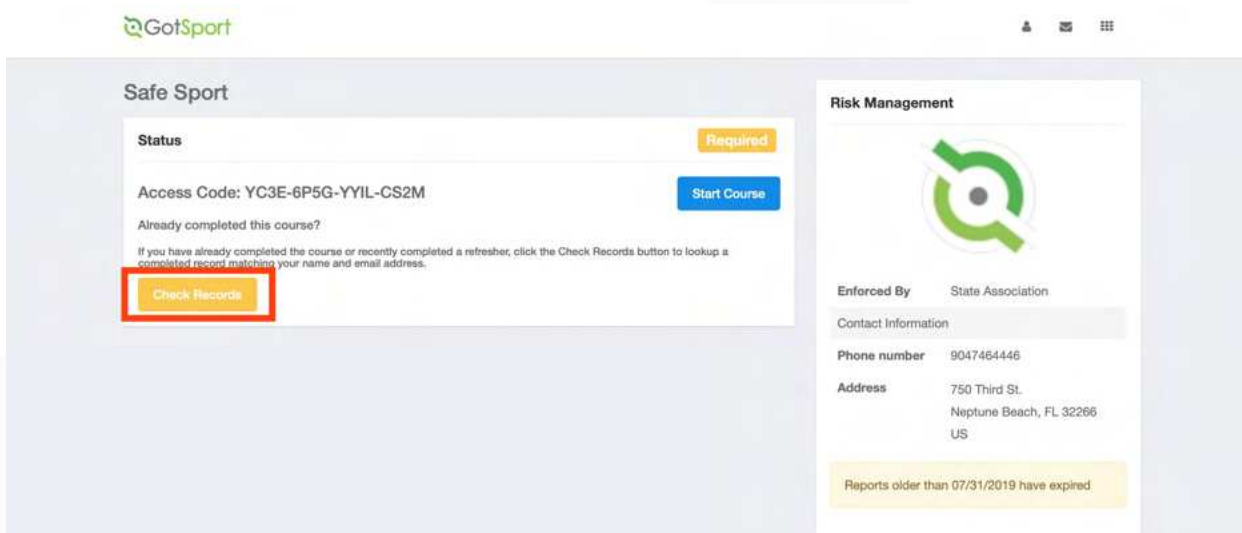


STEP 4

Paste the access code in to the "Access Code" and hit "Save"

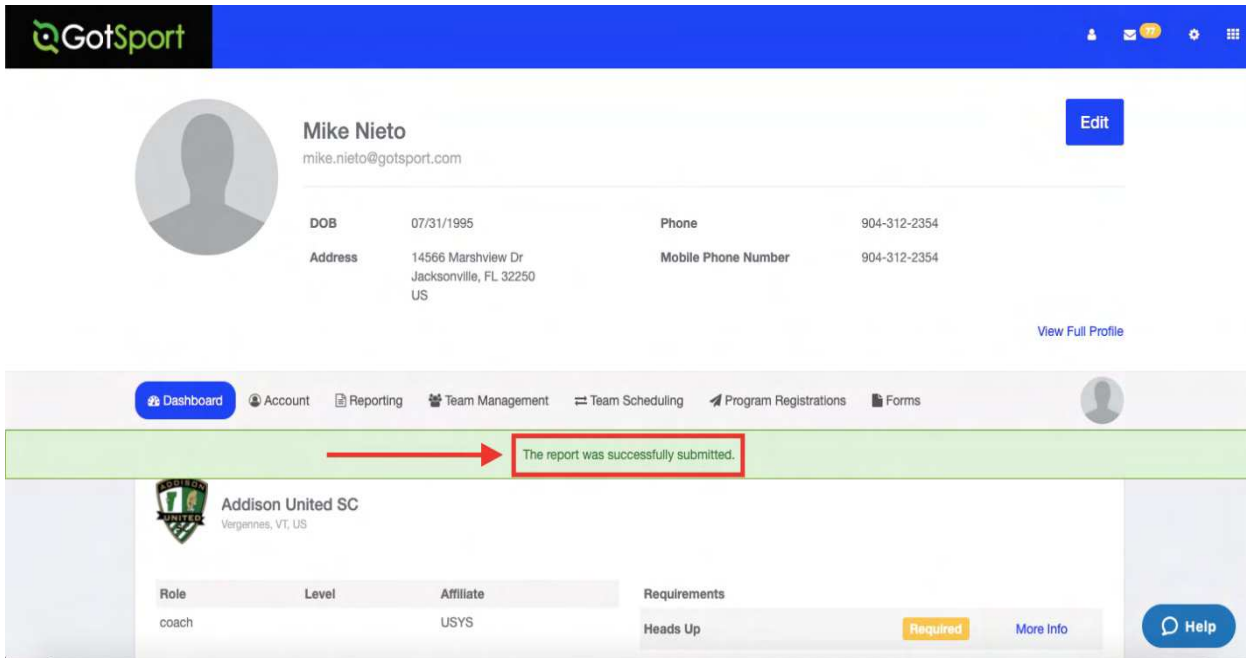


**Note:** If you have previously completed Safe Sport, you can click the Check Records button below to have the completed certificate matched to your account. The First Name, Last Name, and Email Address for your Safe Sport account must match for the certificate to pull over properly.

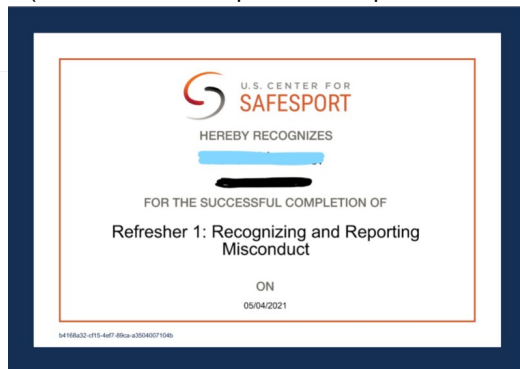


STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements



(Screenshot of completed SafeSport certificate)





## Live Scan

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, Live Scan or all four. These User requirements will be located on your account **"Dashboard"**. Click the **"More Info"** for the respective requirement to continue.

The screenshot shows the user profile for Steve Martin (coachsteve@demo.com) with fields for DOB (03/12/1989), Address (US), and Phone (Mobile Phone Number). The dashboard navigation includes Dashboard, Account, Reporting, Team Management, Team Scheduling, Program Registrations, and Forms. The main content area displays information for Porterville YSL (Porterville, CA, US) with a table of requirements:

Role	Level	Affiliate	Requirements
coach	Competitive	USYS	
			Intro to Safety <span>Required</span> <a href="#">More Info</a>
			Safe Sport <span>Required</span> <a href="#">More Info</a>
			<b>Live Scan <span>Required</span> <a href="#">More Info</a></b>
			Background Check <span>Required</span> <a href="#">More Info</a>

### STEP 3

Click **"Submit New Report"**.

The screenshot shows the 'Live Scan' section with a 'Status' field and a 'Submit New Report' button. A red arrow points to the button. Below it is a 'Report History' table with columns for ID, Date Submitted, Date Completed, Updated, and Status. To the right is a 'Risk Management' section for CAL NORTH, including contact information for the California North Youth Soccer Association.

ID	Date Submitted	Date Completed	Updated	Status
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STEP 4

Fill out the required information and sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.



Live Scan

Submit New Report

First Name	<input type="text" value="Steve"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Martin"/>
Affix	<input type="text"/>
Gender	<input type="text" value="Male"/>
DOB	<input type="text" value="March"/> <input type="text" value="12"/> <input type="text" value="1989"/>
Birthdate Confirmation	<input type="text" value="March"/> <input type="text" value="12"/> <input type="text" value="1989"/>
Contact Email	<input type="text" value="coachsteve@demo.com"/>
Phone	<input type="text" value="1234567"/>

Risk Management



Type **Live Scan**  
Enforced By California North Youth Soccer Association

Contact Information


Phone number 925-426-5437  
Address 1040 Serpentine Lane  
Suite 206  
Pleasanton, CA 94566  
US

Reports older than have expired

Please sign below, upon submission, you will be redirected back to your profile where you may download LiveScan form and take to appropriate LiveScan facility.

LiveScan submission will be marked as approved when Californiat North receives results.

Signature



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STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard**. Click the **“Live Scan”** button highlighted in green.



**Steve Martin**

coachsteve@demo.com

Edit

**DOB** 03/12/1989

**Phone**

**Address** US

**Mobile Phone Number**

[View Full Profile](#)

Dashboard

Account

Reporting

Team Management

Team Scheduling

Program Registrations

Forms



**Porterville YSL**  
Porterville, CA, US

Role	Level	Affiliate
coach	Competitive	USYS

Requirements		
Intro to Safety	Required	<a href="#">More Info</a>
Safe Sport	Required	<a href="#">More Info</a>
<b>Live Scan</b> <span>Pending</span>	Required	<a href="#">More Info</a>
Background Check	Required	<a href="#">More Info</a>



Your "Live Scan Form" Will now Generate. Fill in the required information accordingly.

Live-Scan-steve-martin-20210312-105501065.pdf (1 page) — Edited

Live-Scan-steve-martin-20210312-105501065.pdf (1 page)

## REQUEST FOR LIVE SCAN SERVICE

# CalNorth Soccer

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*Applicant Submission*

ORI (Code assigned by DOJ)  
**BCYW**

Contract Code (For use at Biometrics4all SAM locations Only)  
CAYOCA YOUTH SOCCER ASSOC  
Agency Authorized to Receive Criminal Record Information  
1040 SERPENTINE LANE STE 201  
Street Address or P.O. Box  
PLEASANTON CA 94566  
City State ZIP Code

**Volunteer**  
Authorized Applicant Type  
**COACH**  
Type of License/Certification/Permit OR Working Title  
15687  
Mail Code (five-digit code assigned by DOJ)  
Contact Name (mandatory for all school submissions)  
Contact Telephone Number

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**Applicant Information:**

Last Name \_\_\_\_\_  
Other Name (AKA or Alias) Last \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex  Male  Female  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_  
Place of Birth (State or Country) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Home Address Street Address or P.O. Box \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_  
First \_\_\_\_\_ Suffix \_\_\_\_\_  
Driver's License Number \_\_\_\_\_  
Billing Number N/A  
(Agency Billing Number)  
Misc. Number \_\_\_\_\_  
(Other Identification Number)  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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OCA Field / Your Number: 

D	7	2	3	0	0
District Number		League Number		Club Number	

Mandatory Field

OATI: \_\_\_\_\_ For Resubmission Only      Level of Service:  DOJ Only

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Name of Operator \_\_\_\_\_  
Transmitting Agency \_\_\_\_\_ LSID \_\_\_\_\_

Date \_\_\_\_\_  
ATI Number \_\_\_\_\_  
Do Not Collect. No Fee is Due.  
Amount Collected/Billed

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Services Provided by **ApplicantServices.com**  
Service Affiliate Members (SAM)

**CAPITAL LIVE SCAN**

### Need Help?

Locations: [www.CapitalLiveScan.com](http://www.CapitalLiveScan.com)  
Questions: [contactus@capitalivescan.com](mailto:contactus@capitalivescan.com)  
Support: 1-877-288-5519

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# Registrar Manual

Getting New Members Started

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## Address

1529 Third St. S., Jacksonville  
Beach, FL 32250

## Phone

+1 (904)-746-4446

## For all Inquiries

Contact your State Administrator or  
login to your account to access chat with GotSport  
Representative